



09 DEC 30 P2:00

STATE PROCUREMENT OFFICE
NOTICE OF AND REQUEST FOR EXEMPTION
FROM CHAPTER 103D, HRS

1. TO: Chief Procurement Officer

2. FROM: Lillian B. Koller

Department/Division/Agency

Pursuant to §103D-102(b)(4), HRS, and Chapter 3-120, HAR, the Department requests a procurement exemption to purchase the following:

3. Description of goods, services or construction:

Project: Evaluation of the Department of Human Services Safe Houses. This project requires professional Ph.D. level evaluation services by an agency/evaluator experienced and having been licensed in the use of the Global Appraisal of Individual Needs (GAIN) in the provision of process and outcome evaluation including sophisticated statistical analysis and reporting as well as technical assistance on procedures and issues relating to accurate collection of data and the integrity of evaluation processes.

4. Name of Vendor: The Catalyst Group

Address: 3615 Harding Ave., Suite 509, Honolulu, HI 96816

This was done
by agency

\$73,000

6.

Term of Contract:

From: 1/1/10

To: 12/31/10 //

7. Prior Exemption Ref. No.

8. Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State Evaluation efforts were implemented by a highly experienced Ph.D. level Evaluator in 2009, using the proprietary Global Appraisal of Individual Needs (GAIN) assessment instrument which is mandated for all adolescent interventions funded by the Substance Abuse and Mental Health Services Administration (SAMHSA) and owned and distributed with rigorous requirements for training exclusively by Chestnut Health Systems, Inc.(CHS). The current evaluator is leaving, but the current evaluation design using the GAIN instrumentation under an experienced professional evaluator must be continued without interruption in order to continue the model of service planning based on the GAIN clinical assessment and to produce meaningful analysis of existing and future GAIN data in which significant dollars have been invested to collect to date. This provider is the only professional evaluator in Hawaii with experience using the GAIN under the licensure and training of CHS.

9. Details of the process or procedures to be followed in selecting the vendor to ensure maximum fair and open competition as practicable:

DHS staff made enquiries through the current evaluator who is leaving local universities and other professional evaluators in the State. Chestnut Health Systems (CHS) was contacted (see attached e-mail) and asked for a list of current and past GAIN licensees in Hawaii, and CHS identified only The University of Hawaii at Hilo which has maintained the current license (under renewal) for the DHS Safe House project administered by the current evaluator, Maui Youth and Family Services (MYFS) under whose license the selected evaluator operated, and the Hamakua Health Center. MYFS confirms GAIN evaluation activities have been conducted exclusively by Catalyst. The Hamakua Health Center confirms that they only utilize the GAIN for data collection with automated descriptive reports and no professional evaluation or evaluation analysis. Thus, the selected vendor is clearly the only professional evaluator left in Hawaii who is experienced in conducting licensed GAIN evaluations.

10. A description of the agency's internal controls and approval requirements for the exempted procurement:

Internal controls include contract management by the BESSD Division with the vendor working directly under the supervision of the Department Director and under the standard terms and conditions of DHS and BESSD contracts. Contract and fiscal monitoring will be performed within the parameters of internal DHS policies for the administration of contracts funded with state funds.


REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS (Cont.)

12. A list of agency personnel, by position, who will be involved in the approval process and administration of the contract:		
Name	Position	Involvement in Process
Pankaj Bhanot	BESSD Administrator	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Administration
Lillian B. Koller	DHS Director	<input checked="" type="checkbox"/> Approval <input checked="" type="checkbox"/> Administration
		<input type="checkbox"/> Approval <input type="checkbox"/> Administration
		<input type="checkbox"/> Approval <input type="checkbox"/> Administration
		<input type="checkbox"/> Approval <input type="checkbox"/> Administration
		<input type="checkbox"/> Approval <input type="checkbox"/> Administration

13. Direct inquiries to: Department: DHS Contact Name: Scott Ray Phone Number: 721-6225 Fax Number: 586-4890
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Agency shall ensure adherence to applicable administrative and statutory requirements

14. *I certify that the information provided above is, to the best of my knowledge, true and correct.*


 Department Head

DEC 30 2009
 Date

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<p align="right">15. Date Notice Posted <u>12/30/09</u></p> <p>The Chief Procurement Officer is in the process of reviewing this request for exemption from Chapter 103D, HRS. Submit written objections to this notice to issue an exemption from Chapter 103D, HRS, within seven calendar days or as otherwise allowed from the above posted date to:</p> <p align="center"> Chief Procurement Officer State Procurement Office P.O. Box 119 Honolulu, Hawaii 96810-0119 </p> <p>Chief Procurement Officer's comments:</p> <p>Approval is granted for the period 1/1/10 to 12/31/11. This approval is for the solicitation process only, HRS section 103D-310(c) and HAR section 3-122-112, shall apply. Department is reminded that procurements \$2,500 or more are required to be posted on the Procurement Reporting System.</p>

16. ☒ APPROVED ☐ DISAPPROVED ☐ NO ACTION REQUIRED


 Chief Procurement Officer

1/20/2010
 Date